

Medical Unit Leader Checklist

Responsible for the development of the Medical Plan, obtaining medical aid and transportation for injured and ill incident personnel, and preparation of reports and records.

Instructions: The checklist below presents the minimum requirements for the position. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident. Not all tasks may apply to every incident and additional tasks may be assigned during an incident. This checklist is supported by a Task Book that details the tasks for the position.

Activities to be completed	Complete	NA
<i>Within One Operational Period</i>		
1. Receive assignment from your agency including: <ul style="list-style-type: none"> • Job assignment • Resource Order number (obtained from the Supply Unit) and Mission Number from EM Constellation • Reporting Location • Reporting Time • Assignment duration • Travel instructions • Any special communications instructions, e.g., travel frequency 		
2. Ensure Position Go kit is complete and on person when deployed.		
3. Upon arrival at the incident, check in at designated Check-in location. Check-in may be found at: <ul style="list-style-type: none"> • Incident Command Post • Base or Camps • Staging Areas • Helibases • If you are instructed to report directly to a line assignment, check in with the Division/Group Supervisor. 		
4. Initiate documentation of Unit activities on ICS 214 (Z:\ESF 8 Logistics).		
5. Obtain a briefing from Forward Logistics Branch Director: <ul style="list-style-type: none"> • Work Space • Work schedule • Policies and operating procedures • Current resource commitments and expectations • Current situation • Expected duration of assignment • Special needs 		
6. Determine current status of Medical Unit activities.		
7. Confirm dispatch and estimated time of arrival of Medical Unit staff and supplies.		
8. Obtain a copy of the State ESF 8 Incident Action Plan. <ul style="list-style-type: none"> • Determine support needs to meet the IAP. 		
9. Review the State ESF 8 Incident Action Plan for information affecting and guiding current and future operations of the Medical Unit.		
10. Determine the needs of the Medical Unit.		
11. Determine support needs to meet the Incident Action plan or other relevant plans. Gather information to assess the incident assignment. <ul style="list-style-type: none"> • Incident activities • Unit briefings • Planning meeting 		

Activities to be completed	Complete	NA
<p>12. Coordinate with the Forward Logistics Branch Director and other functional areas to obtain resources or organize work space and keep unit operating.</p> <ul style="list-style-type: none"> • Order material, personnel and supplies using established procedures. ICS Form 213 • Maintain adequate quantities of forms, supplies, and materials to prevent shortage of basic needed items. • Obtain equipment to complete assignment (e.g., radio, telephones, faxes, computers). • Ensure appropriate personnel to support unit (e.g., night operational period, increase/decrease staffing). 		
<p>13. Organize work area.</p> <ul style="list-style-type: none"> • Acquire table(s); seating; additional supplies • Acquire communications equipment: radio, telephones, data communications equipment. • Establish filing system; card holders or racks organized by operational period and section. 		
14. Coordinate with functional areas within ICS structure.		
<p>15. Determine Level of emergency medical activities performed prior to the activation of the Medical Unit.</p> <ul style="list-style-type: none"> • Obtain information on past medical incidents from Safety Officer, previous medical unit logs, and records. • Review of incidents will include identification of cause, numbers, severity, disposition, and agency involved. Perform follow-up as needed. 		
<p>16. Prepare Medical Plan ICS Form 206 in consultation with the Safety Officer. It will be submitted to the Safety Officer for review in a timely fashion prior to each operational period for enclosure in Incident Action Plan. Plan will be updated, as necessary, for each operational period, reflecting changes in incident and resource allocation. The plan will include:</p> <ul style="list-style-type: none"> • Inventory of area/regional EMS and health care resources in the area and their capabilities. • Incident EMS resources, assignment, and procedures for handling medevac and medical calls. 		
<p>17. Prepare Medical Unit procedures to be used in the event of a major medical emergency at the incident. Medical Unit Leader will write standard operating procedures for handling multi-casualty events. Those procedures will include allocation of EMS resources as well as procedure for communication notification of command personnel and receiving health care facilities.</p>		
<p>18. Organize and supervise unit.</p> <ul style="list-style-type: none"> • Identify need for subordinates. • Order subordinates as needed. • Brief and keep subordinates informed. • Establish unit timeframes and schedules. • Make assignments. • Spot check work. 		
<p>19. Know your assigned frequency(s) for your area of responsibility and ensure that communications equipment is operating properly.</p> <ul style="list-style-type: none"> • Use clear text and ICS terminology (no codes) in all radio communications. 		
20. Develop and implement accountability, safety and security measures for personnel and resources in the Medical Unit.		
<i>Within Two Operational Periods</i>		
1. Check-in		
2. Maintain a Unit Log (ICS Form 214).		
3. Attend incident briefings as required, and provide input and review of the ESF 8 Incident Action Plan.		

Activities to be completed	Complete	NA
4. Obtain information concerning future operations through discussion with incident personnel that would impact the Food Unit.		
<i>Each Operational Period</i>		
1. Check-in		
2. Maintain a Unit Log (ICS Form 214).		
3. Coordinate and supervise activities of the Medical Unit.		
4. Receive briefing from Forward Logistics Branch Director.		
5. Obtain a current State ESF 8 Incident Action Plan.		
6. Attend incident planning meetings as required, and provide input and review of the ESF 8 Incident Action Plan.		
7. Review current situation status, resource status, and prediction information.		
8. Determine current status of unit activities and advise Forward Logistics Branch Director of current capabilities.		
9. Estimate Medical Unit support needs for the next operational period.		
10. Compare estimated future requirements with expected Medical Unit capabilities.		
11. Evaluate needs and order supplies, materials and personnel to keep unit operating. <ul style="list-style-type: none"> Order materials and supplies using procedures established by the Supply Unit Specialist. ICS Form 213 Maintain quantities of supplies and materials at a level to prevent shortage of any basic needed items. 		
12. Maintain accountability of assigned personnel as to exact location(s), personal safety/welfare at all times, especially when working in or around incident operations.		
13. Receive reports of significant events.		
14. Provide for the safety and welfare of assigned resources. <ul style="list-style-type: none"> Recognize, mitigate, and communicate potentially hazardous situations. Monitor condition of assigned resources. Account for assigned resources. 		
15. Complete daily review of staffing requirements and ensure adequate personnel to meet needs.		
16. Develop schedule/assignments based on IAP or relevant plan.		
17. Confirm estimated time of arrival of staff, equipment, and supplies.		
18. Ensure subordinates understand assignments for operational period.		
19. Ensure established guidelines are followed. <ul style="list-style-type: none"> Work/rest Agency safety standards and procedures 		
20. Declare major medical emergency as appropriate. Ensure appropriate actions are taken in the event of a major medical incident to access severity and magnitude and make proper notifications.		
21. Respond to request for medical aid, supplies and transportation. <ul style="list-style-type: none"> Individual managers of the medical unit must function in a way that provides personnel appropriate and timely medical care. Medical inventories are maintained and updated. Staffing levels reflect incident size and complexity. Transportation resources are available for rapid response and evacuation of the seriously ill or injured. 		
22. Coordinate with Safety Officer and Compensation/Claims Officer in handling significant illnesses and injuries. <ul style="list-style-type: none"> Periodically brief Safety Officer of trends in medical complaints experienced by personnel in order to identify safety problems. Medical Unit Leader will inform claims/compensation personnel of injuries/illnesses requiring medical attention. 		

Activities to be completed	Complete	NA
23. Medical Unit Leader should oversee/perform patient assessment and treatment appropriate for the camp setting. <ul style="list-style-type: none"> Demonstrate a good knowledge base and experience in the assessment and treatment of acute medical or trauma patients. Evaluate routine health problems and treat appropriately with over-the counter medications. Know when patient needs to receive further medical evaluation. 		
24. Interact and coordinate with appropriate unit leaders and operations personnel. <ul style="list-style-type: none"> Identify needed/excess personnel and facilities. Receive and transmit needed information. 		
25. Periodically check work progress on assigned tasks of unit, as appropriate.		
26. Ensure adequate rest is provided to all unit personnel.		
27. Prepare unit narrative and submit to Forward Logistics Branch Director.		
28. Prepare information for briefings and meetings.		
29. Identify excess section resources and supplies. <ul style="list-style-type: none"> Continually monitor unit personnel and other resources to adequately meet incident objectives. Advise Forward Logistics Branch Director of excess personnel, other resources for assignment. 		
30. Ensure Medical Unit records and reports are provided to the State ESF 8 Documentation Unit leader at the end of each operational period.		
<i>Upon Demobilization</i>		
1. Respond to demobilization orders and brief subordinates regarding demobilization.		
2. Complete and submit ICS forms - ACTIVITY LOG (ICS 214) Demobilization Check-Out (ICS 221), Team Performance Evaluation ICS Form 224, ICS 225 Individual Performance Evaluation (Z:\ESF 8 Logistics).		
3. Obtain and review the Demobilization Plan from the Demobilization Unit Leader.		
4. List Resources and Supplies recommended for release by type, quantity, location, and time.		
5. Coordinate with the Demobilization Unit Leader on the Demobilization Plan.		
6. Ensure the safe and complete recovery of deployed personnel, assets, equipment, and supplies		
7. Ensure that recovered deployed assets and personnel follow approved decontamination processes as established by ESF 8 Tech Specs.		
8. Participate in the Logistics Section hot wash		
9. Participate in the AAR process.		
10. Supervise demobilization of unit, including storage of supplies.		
11. Coordinate with the Logistics Section Chief and Supply Unit Leader for re-supply to bring all caches up to pre deployment levels.		

General Information

SERT Log-In

- User Name : SERT
- Password : !eoC1997*

ESF 8 Logistics Phones

- 850-617-9040
- 850-617-9041

E-Mail

- <https://mail.doh.state.fl.us/exchange>
- StateESF8.Fin-Adm@flhealth.gov
- StateESF8.LogStaffing@flhealth.gov
- StateESF8.Planning@flhealth.gov

Logistics

- <http://webmail.myflorida.com>
- User Name: services\esf08
- Password: MailBox!123
- Address: esf08@em.myflorida.com

Floater Phones

- Staffing Unit Leader : 850-694-3180
- Finance and Administration : 850-445-8193